

**R9-5-302.A Statement of Services
CHECKLIST**

This checklist is to assist you in the development of your statement of services.

- ☐ Description of services
- ☐ Hours of operation
- ☐ Enrollment/disenrollment procedures
- ☐ Charges, fees and payment requirements
- ☐ Child admission and release requirements
- ☐ Discipline guidelines
- ☐ Transportation procedures
- ☐ Field trip requirements
- ☐ Parent responsibilities
- ☐ Description of activities and programs
- ☐ Liability insurance
- ☐ Medical administration procedures
- ☐ Emergency medical procedures
- ☐ Notice stating inspection reports are available, upon requests
- ☐ Notice stating the facility is regulated by ADHS (address and phone)